



Town of Lexington Employment Opportunity

We are currently accepting applications for three (3) openings for the part-time, year-round position of:

Visitors' Center Tourism Advisor/Cashier

Schedule 10-15 hours / week.

**** Saturdays and Sundays, Weekend shifts rotated/required****

Some weekdays available

\$12.00/hour

Applications received by June 1 will receive first consideration

Posting will remain open until filled

DUTIES AND RESPONSIBILITIES

1. Opens and closes the building;
2. Greets visitors and assists with information about historic sites, touring options, and local directions;
3. Operates a computerized Point of Sale register system;
4. Reconciles cash drawer for their shift;
5. Answers telephone, responds to inquiries about touring options and directions;
6. Performs special projects and other related duties as required, directed, or as the situation dictates; and
7. Regular attendance at the workplace is required.

APPLICATION PROCESS

All applicants are required to complete a Town application form, available from the Internet at www.lexingtonma.gov, emailing jobs@lexingtonma.gov or calling (781) 698-4590 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

All applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Prior to appointment, the final candidate may be required to "pass" a CORI check.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department, Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4590
